



CENTER SCENE

New HRM Policies Allow Greater Flexibility

Changes in human resources management (HRM) are occurring at a rapid rate including new family leave rules, automation of personnel processes, and possible revisions to performance appraisal and merit promotion procedures. The changes coincide with the abolishment of the Federal Personnel Manual (FPM) which will allow agencies greater authority in setting their own personnel policies and procedures. The Division of Personnel (SC-630), which will soon become the Bureau's National Human Resources Management Center (NHRMC), will play a key role in implementing many of these changes.

Summary of New Changes

- Revised leave policies allow Federal employees to use sick leave to adopt a child, make a bone marrow or organ donation, attend the funeral of a family member, or provide care for family members.
- Reinstated employees will be able to restore whatever sick leave balance they had before they left government employment, regardless of how long they have been away. Previously, employees had to return within 3 years in order to restore their sick leave balance.
- Use of the SF-171 (Application for Federal Employment) will soon be optional. When applying for a position under a vacancy announcement, applicants will have the choice of using the SF-171, a resume containing the requested information, or a shorter and simpler version of the SF-171.
- To hire employees new to the Federal government, agencies may now issue

recruit notices similar to vacancy announcements rather than going to OPM registers for candidates.

- Temporary promotions of permanent-status employees, formerly limited to 2 years, may now be made for up to 5 years. However, temporary hires of temporary-status employees are now limited to 2 years.

Summary of Proposed Changes

- Time-in-grade requirements would be abolished. Currently, employees must have spent 1 year at the GS-11 level, for example, before they are eligible for a GS-12 position. Under the proposed regulations, such an employee could be promoted to a GS-12 without completing 1 year at the GS-11 level. However, the employee would still have to meet qualifications requirements for the position.
- Career status would be given to employees after they have completed their current 1 year probationary period. After being appointed to a career-conditional appointment, they would have lifetime reinstatement rights. Presently, employees have lifetime reinstatement rights only after completing 3 years of career-conditional employment.
- Managers would be delegated the authority to classify positions that they supervise (title, series, and grade). A target date for this delegation has not been set.
- Future possible innovations requiring changes in law include the pass/fail performance appraisal system option and pay banding to replace the position classification system. Both will likely be

considered by Congress. Pay banding is a system that covers a much broader range than the current GS 1-15 grade system. It will allow a supervisor to base an employee's pay not only on their assigned duties, but also on their performance.

Summary of Automated Changes

- Automation is an essential element in the transition to a new mode of operating for personnel offices. The Federal Personnel Payroll System (FPPS) will automate many of the current manual processes including preparation of position descriptions, classification, and preparation of rating plans for vacancy announcements.
- A pilot effort called Employee Express will be tested in early 1995. Employee Express will allow employees to use a PC to input information such as address changes, and financial information affecting taxes, Thrift Savings Plan contributions, bonds, and allotments.
- The Bureau is also considering using computer software to automate the time and attendance process.

The NHRMC will conduct briefings and use other communications channels to keep employees informed of the upcoming changes and their potential impact on employees.

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Personnel News

New Employees:

John Vigil, SC-657, Materials Handler
M'Liss Neff, DW-102, Mgmt Analyst

Separations:

Geneva Braxton, SC-216, Clerk Typist
Diana Demarse, SC-616, Voucher Examiner
Cleone McDonald, DW-121, Comp Spec



Special Emphasis Program Managers Selected



Emily Alvarado



Gwen Burton



Sandy Dilbeck

The following employees were selected to serve as Special Emphasis Program Managers (SEPMs) for the Service Center and the Office of IRM/Modernization for FY 95-96: Emily Alvarado (DW-110), Hispanic Employment Program Manager; Gwen Burton (SC-651), Black Employment Program Manager; Sandy Dilbeck (DW-133), Disabled Employment Program Manager; Lynne Price (SC-211), Federal Women's Program Manager; and Bonnie Santos (SC-510), American Indian Program Manager.

Emily Alvarado has been the Hispanic Employment Program Manager for almost 2 years. Emily is a graduate of Colorado Christian University. She received her bachelor's degree in organizational management with an emphasis on human resources in 1994. She is an active member of National Image, Inc., and chapter secretary and chairperson of the Women's Action Committee of Image de Denver. Emily's 15 years of Federal service have all been with BLM. As a result of her ongoing involvement with HEP activities, she has received appreciation awards from BLM, the Forest Service, the National Park Service, and city, county, and state agencies.

Gwen Burton works in the Real Property and Space Acquisition Section as a Realty Specialist. She has been with the Service Center for approximately 2 1/2 years and is located at 390 Union, Suite 540. Gwen attended Alabama A&M University, where she received a bachelor's degree in marketing and a master's of business administration.

Sandy Dilbeck has served as the Disabled Employment Program Manager for the past 3 years. During this time, Sandy has been instrumental in coordinating several American sign language classes for interested employees and supervisors. She has been Chief of Production Control (DW-133) for the past 1 1/2 years and is currently teaching office automation for the new UNIX system. She has spent all 24 years of her government career with BLM. Sandy is an active member of the Rocky Mountain FEW Chapter and also does volunteer work for the Lady Elks working with the elderly and disabled community on various programs.

Lynne Price has been actively involved in women's issues over the past several years and continues her support through volunteer work for various organizations. As a member of Federally Employed Women (FEW), she serves as the Vice President for Programs in the Rocky Mountain Chapter and as the Assistant Regional Manager for the Rocky Mountain Region. Lynne's 15 years of Federal service have been spent as a Personnel Specialist, International Training Specialist, and Special Assistant. She has worked for the U.S. Department of the Navy, the U.S. Geological Survey, and the BLM.

Bonnie Santos has spent her entire 6 1/2 years of government service with the BLM. She has been with the SC Division of IRM for 2 1/2 years as a Computer Specialist in the User Support Section. Prior to that, Bonnie worked for the Battle Mountain District Office in Nevada where she served as the Federal Women's Program Manager for several years. She recently was selected from the Service Center for the Women's Executive Leadership Program (WEL). Bonnie, whose heritage is two-thirds Chippewa Indian, would like to make employees more aware of the diversity, even within ethnic groups.



Lynne Price



Bonnie Santos

Locality Pay

January marks the second year that employees will receive locality pay—an element of the Pay Reform Act designed to bring Federal pay in line with that of other large employers. The increase for Denver area employees this year is expected to total 3.18 percent (2 percent as part of the nationwide increase and 1.18 percent for the locality increase). It will be effective the pay period starting January 8, 1995, and will show up in employees' February 2 paychecks.

Employees Share Work Experiences

Six Service Center and Denver Washington Office employees went back to high school for a day. The employees—Gerry Phillips, Barbara Lovelace, Sabrina Morris, Melissa Dukes, Gwen Burton, and Carl Zulick—went to Warren Occupational Technical Center (WarrenTech) to share their personal experiences as guest speakers for a course titled "Starting Off Right."

Using an Office of Personnel Management video, in-class exercises, checklists, and their own personal experiences, the course presenters addressed the skills that are essential to being successful at a new job. Skills areas covered included:

- Learning the job
- Developing productive work habits
- Working effectively with your supervisor
- Fitting in with your coworkers
- Serving your customer
- Building on what you've learned

According to Bev DiClementi-Brown, a Business Services and Technology instructor, "Starting Off Right" addressed, in a fun and nonthreatening way, the critical skills that students need to keep a new job. In addition, it reinforced a new initiative that was added to WarrenTech's curriculum this year called Quality Worker.

The students also received some one-on-one counseling and career advice from the presenters and the opportunity to arrange internships and job shadowing prospects.



Sabrina Morris presents class to WarrenTech students.

The presenters felt the experience was beneficial for them also. Gerry Phillips observed, "It makes me feel good to know I can have a positive influence."

Interns Enhance Their Educations While Supporting BLM

dents interned with the Division of Applied Resource Sciences.

Kellie Kinner spent 5 weeks with the Branch of Engineering, providing general clerical support in a traditional internship. Her duties included typing, establishing and maintaining files, answering telephones, and other related support functions. According to L.J. Porter, Branch Chief, Kellie's internship was a positive experience for both Kellie and the Branch's other employees. Porter observed that Kellie had the skills needed to do the work and the desire to do a quality job.

Jennifer Rockey's internship was the first of its kind. Jennifer was assigned to the Division's Customer Needs Assessment Team as team recorder. During her 4-week internship, Jennifer attended all team meetings, took notes, and typed them into a final record. John Matis, Team Lead, stated the Jennifer quickly became a member of the team. Her notes were accurate

and reflected the proper information. According to Matis, Jennifer will be an asset wherever she works. The Division's Work Environment Team recently established a similar internship for another WarrenTech student, Kim Russ.

If you are interested in hosting an intern from WarrenTech, you can contact Melissa Dukes (SC-631) at 236-6689.



Jennifer Rockey

Student internships are a critical part of the curriculum at Warren Occupational Technical Center (WarrenTech). Each year the Service Center and the Denver Washington Office host a number of student interns from the Business Services and Technology Program. This fall, two stu-



Kellie Kinner

Making a Difference

By Melinda Walker



Sky crane dumps 2,000 gallons of "wet water" per bucket.

Editor's Note: This is the first in a series of articles about the experiences of SC/DW employees who helped fight fires this past summer.

The first fire I was assigned to was the infamous South Canyon Fire west of Glenwood Springs, Colorado. I was assigned there a few days after the blow-up that claimed the lives of 14 firefighters.

I arrived early on a Saturday evening to meet the infrared (IR) plane from Boise at the airport in Grand Junction. After having dinner with the crew, I flew with the IR mission, drove to the fire camp at the middle school in West Glenwood, mapped the fire from the IR imagery, and by 8 a.m. Sunday morning, had briefed the Situation Unit Leader. The fire camp, at this time, was a very somber place to be. I tried to get some sleep, but by mid-morning the temperature was 95°F outside and there was no quiet place to nap inside. So, I wandered around, read a book, took a walk.

Later, the planning people decided another IR flight would not be necessary, which meant that neither was I. I was stuck there unless I could find a ride home. Luckily, I was able to hitch a ride home after the memorial service for the firefighters that afternoon. The service was a very sobering and emotional experience. I can't sing "Amazing Grace" anymore without getting choked up.

I spent most of August in Montana on my second and third fires. The first part of the month, I was a Status/Check-In Recorder for the Trail Fire just east of Hamilton, Montana, in the Bitterroot

National Forest. I flew to Missoula by charter, which was pretty fun. I was there for 2 weeks and at the end of the first week, I sent my dirty laundry to town to be washed. One of the items in the bag was a T-shirt I had bought at the memorial service in Glenwood Springs. It pictures a kneeling firefighter on the front and has commemorative words on the back. Well, when my clothes came back all clean and folded, there was a note on this T-shirt. It said, "Could you please tell me how I could

get some of these shirts. It was my nephew on that fire. I'd like to get one for his kids for when they get older. My name is Pam." The note included her phone number in Hamilton. I called Pam and gave her the number of the business in Grand Junction that was selling the shirts and donating part of the sale of each to the Firefighter Memorial Fund. I was in tears by the time I got off the phone. I told her that I had attended the memorial service and how touched and sorry I was for her loss.

Later, Jody Weil, a BLMer from the Montana State Office, and I got approval to collect aluminum cans at the fire camp, take them to Hamilton for recycling, and donate the proceeds to the Firefighter Memorial Fund. We decorated trash bins with purple ribbons for the collection bins and made purple ribbons available for people to wear. It was very successful and continued even after the fire was released to the district, as well as into another fire that used the same camp. The Trail Fire camp donated over \$62 to the memorial fund. Jody told me that other fire camps she went to later that summer did the same thing.

On my third and last fire, I spent 1 1/2 weeks in Libby, Montana, as an Infrared Interpreter, mapping over one hundred fires that were burning over 40,000 acres of the Kootenai National Forest.

I will always remember the sense of accomplishment and camaraderie on the fires this past summer. Next summer, I'll be back....

Melinda Walker, a Remote Sensing Specialist at the SC, majored in Fire Science in college.

Employee Awards

SC and DW employees approved for awards between October 15, 1994 and November 30, 1994.

On-the-Spot Cash Awards

Tom Morris SC-212
Christina Vaughn SC-213
Alice Sonne SC-615
Richard Banks SC-651
Martha Coffey SC-651
Marilyn Hutchison SC-651
Sharon Krennek SC-651
Libretta Pope SC-651
Mildred Stewart SC-651
Linda Graham DW-130

Quality Step Increase

William Krech SC-214
Linda Sedbrook SC-630
Judy Schnittker SC-632

Performance Awards

Greg Graff SC-100
Bruce Van Haveren SC-210
Dolores Johnson SC-210
Fred Batson SC-215
L.J. Porter SC-216
Jerry Yarborough SC-610
Gordon Jennings SC-630
Robert Walton SC-631
Siobhan Berry SC-632
William Moody SC-632
Ed Dettman SC-650
Kathy Shell SC-650
Dennis Anderson DW-100
Scott MacPherson DW-100
Robert Leopold DW-101
Robert Ader DW-103

Stephen Clemmer DW-103
Ethylene Crenshaw DW-103
Donald Oakland DW-103
Marilyn Zigler DW-103
Terry Brokovich DW-104
Mike Hengel DW-104
Janice Lopez DW-104
Mel Valerio DW-104
Leo Atencio DW-105
James Biltz DW-105
Linda Campain DW-105
James Pflucker DW-105
Wayne Poole DW-105
Marie Roybal DW-105
Bryan Vial DW-105
David Allee DW-120
Bernard Cameron DW-120
Gerald Carlander DW-120

Toni Fitzwater DW-120
Shizuko Hanson DW-120
CJ Huang DW-120
Nancy Jones DW-120
Sol Katz DW-120
Cleone McDonald DW-120
Graham Miller DW-120
Ellis Monash DW-120

Special Act Awards

Lee Barkow SC-210
Carl Zulick SC-210
Robert Woerner SC-211
Mike Kirby SC-212
Tom Olsen SC-212
Paul Summers SC-212
Mimi Hillen SC-216
Nancy Durrell SC-510

Bonnie Hauck SC-510
Colleen Ireland SC-510
Margaret Mech SC-510
Patricia Moler SC-510
Leon Mozell SC-510
Laura Nelson SC-510
Dario Quinones SC-510
Rick Santos SC-510
Margaret Trujillo SC-510
Gene Stoneburner SC-510
Donna Zinn SC-510
Vickie Smejkal SC-657
Michael Garratt DW-101
Jeanne Campbell DW-103
Judy Bowers DW-110
Andrea Hauger DW-112
Cheryl Laudenbach DW-112
Toni Fitzwater DW-120